



City of Riverside Administrative Manual

Effective Date: 07/2009
 Review Date: 07/2012
 Prepared by: City Mgr/Finance

Approved:


 Department
 City Manager

SUBJECT:

Annual Purchase Orders

PURPOSE:

To establish a formal procedure for the accountability and issuing of Annual Purchase Orders and the encumbering of funds for such purposes.

POLICY:

Annual Purchase Orders are issued to cover the estimated current FY budget year requirements for goods and services which are consistently used by City departments in their daily operations where small repetitive purchases are made from the same supplier. The following items shall not be acquired through Annual Purchase Orders: equipment or tools costing more than \$250.00 including sales tax, items carried in Central Stores, or items unrelated to the stated requirements of the Annual Purchase Order.

PROCEDURE:

Responsibility	Action
Purchasing	1. Notifies departments by memo and attaches copies of all current Annual Purchase Orders issued for their department.
Originating Department	2. Prepares Purchase Requisition prior to the beginning of each fiscal year for the estimated annual amount required for materials, supplies or services and lists names of City employees authorized to make purchases on the Annual Purchase Order.
	3. Forwards purchase requisition to Purchasing.
Purchasing	4. Prepares Annual Purchase Order after all required procedures for selection of suppliers have been met. <ol style="list-style-type: none"> Verifies approval from City Council or Board of Public Utilities was obtained, if required. Obtains notification of signed contract from Legal Department where applicable.
Accounting	5. Processes for required signatures.
	6. Obtains Finance Director's approval when required.

PROCEDURE:

Responsibility	Action
Purchasing Originating Department	7. Obtains City Manager approval when required.
	8. Distributes copies of Annual Purchase Order as applicable.
	9. Prepares Purchase Authorization (Form GS-No. 005) in triplicate or prepares purchase material release in WOMS and prints a copy for signature
	10. Obtains signature of person authorized to make purchase from list of authorized signatures typed on Annual Purchase Order.
Supplier	11. Mails or faxes the original Purchase Authorization to the supplier as his/her authority to supply the request.
	12. Provides the materials or supplies to the requesting department.
Originating Department	13. Mails invoice to the Ship To address on Purchase Order or provides to person picking up materials.
	14. Signs the second and third copies of the Purchase Authorization or original release indicating delivery
	15. Files the third copy of the Purchase Authorization or original release.
	16. Prepares Purchase Order Partial Payment (Form No. FINAP:OL).
Accounting	17. Forwards duplicate copy of Purchase Authorization or material release, packing slip, supplier's receipt, and Purchase Order Partial Payment to Accounting.
	18. Receives above documents and processes for warrant/check covering total purchases.

Attachments:

1. Purchase Order Partial Payment, Form No. FINAP:OL
2. Purchase Authorization, Form GS No. 005
3. Material Release

PURCHASE ORDER PARTIAL PAYMENT

PURCHASE ORDER NUMBER

VENDOR NUMBER

VENDOR NAME

DATE PREPARED _____

DATE DUE

[illegible]

PURCHASE AUTHORIZATION

City of Riverside

Date _____

Monthly Purchase Order

No. _____

TO: Vendor: _____ Address: _____ _____	FROM: City of Riverside Dept: _____ Division: _____ Address: _____
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Please furnish the following materials and/or services pursuant to the terms of the above monthly Purchase Order.

GS-Form No. 005 (11-06)

Authorized by _____

Received by _____

PURCHASE AUTHORIZATION

City of Riverside

Date _____

Monthly Purchase Order

No. _____

TO: Vendor: _____ Address: _____ _____	FROM: City of Riverside Dept: _____ Division: _____ Address: _____
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Please furnish the following materials and/or services pursuant to the terms of the above monthly Purchase Order.

GS-Form No. 005 (11-06)

Authorized by _____

Received by _____

**MATERIAL RELEASE
FROM BLANKET PO**

FROM

City of Riverside

Bill To: CENTRAL STORES
CITY OF RIVERSIDE
8095 LINCOLN AVENUE
RIVERSIDE, CA 92504
Ph:(951)351-6117 Fx:(951)351-6093

Ship To: CENTRAL STORES
CITY OF RIVERSIDE
8095 LINCOLN AVENUE
RIVERSIDE, CA 92504
Ph:(951)351-6117 Fx:(951)351-6093

Requested By: MCCARTHY, FRED

VENDOR

INNER-TITE CORP
110 INDUSTRIAL DRIVE
HOLDEN, MA 015201893

Blanket PO No: **081279**

Release No: 00023469

Release Date: 20-MAR-2008

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Vendor No: 0013994

Ship Via:

Confirm: NO

Contact: JACK KILLORAN

Required Date: 25-APR-2008

F.O.B.:

Phone No.: (508) 829-6361

Fax No.: (508) 829-4469

Terms:

Line Item	Quantity	UOP	Stock Code	Unit Price	Extended Price
001	60	EA	23937	5.25	315.00
	COVER, FOR RINGED METER SOCKETS, PLAIN STEEL, PLATED, INNER-TITE #E-0003 OR CITY APPROVED EQUAL, PACKAGED 30 EA. PER BOX				
002	1,000	EA	23936	9.27	9,270.00
	RING, METER, LOCKING TYPE, FRONT ENTRY, CASE HARDENED PLATED STEEL (COMPLETE) PER THE CITY OF RIVERSIDE, PUBLIC UTILITIES DEPARTMENT, ELECTRI DIVISION SPECIFICATION NO. 1-9.11, DATED AUGUST 23, 1995 WITH EXCEPTION OF BEING A REMOVEABLE LOCK AND INTERNAL WEATHER SEAL INNER-TITE#E-S21830A — NO SUBS —				
003	10,000	EA	10011393	.21	2,100.00
	METER SEAL, TWIST-TIE WIRE, 6" KEVLAR, NON CONDUCTIVE W/ CLEAR ACRYLIC BODY AND OPAQUE INSERT. INNER-TITE CORP. # C4-0004-06K				

**Please reference this
Purchase Order Number
on your Invoice.**

Subtotal:	\$11,685.00
Local:	\$0.00
State:	\$905.59
Federal:	\$0.00
Total:	\$12,590.59

* Please acknowledge receipt and specify shipping date.

* Send itemized invoice in duplicates to the 'Bill To:' address.

* Cash discount period will be from date of receipt of invoice.

Approved By: MCCARTHY, FRED

20-MAR-2008

By: _____

_____ Date